
**JUSTICE CABINET DEPARTMENT OF CORRECTIONS
JOB OPPORTUNITY ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER M/F/D**

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site,
which can be accessed at: www.personnel.ky.gov

October 17, 2014

ADMINISTRATIVE SPECIALIST III—(Fayette County- Blackburn Correctional Complex)—Grade 12—(\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CORRECTIONS EDUCATION SPECIALIST I-(Part-Time-FFTL)-(Elliott County- Little Sandy Correctional Complex) Grade 12-(\$2427.44 - \$3215.72) MIN. REQUIREMENTS: Graduate of a college or university with a bachelor's degree in education (academic or voc.) An associate degree with 3 years of trade-related experience will sub for the bachelor's degree.

CORRECTIONAL CAPTAIN I—(Oldham County-Kentucky State Reformatory)—Grade 12—(\$2589.26 - \$3430.10 MINIMUM REQUIREMENTS: High School graduate. Must have three years of experience in corrections, law enforcement, criminal justice or social work dealing with rehabilitation of offenders. At least one year of the experience must have been in a supervisory capacity in a custodial security setting. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related field will substitute for one year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL LIEUTENANT-THREE Positions-(Oldham County –Kentucky State Reformatory)—Grade 11—(\$2354.04 - \$3118.28) MIN REQUIREMENTS: High school graduate. Must have 2 years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for 6 months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of the required non-supervisory experience. Must be 21 years of age.

CORRECTIONAL SERGEANT—TWO Positions-(Shelby County –Kentucky Correctional Institution for Women)—Grade 10—(\$2139.80 - \$2834.88) MIN REQUIREMENTS: High school graduate. Must have 1 year of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement or a related field will sub. for 6 months of the required experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for 1 year of required experience. Must be 21 years of age.

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CORRECTIONS UNIT ADMINISTRATOR II—(Muhlenberg County—Green River Correctional Complex)—Grade 14—(\$2937.20 - \$3890.90) MIN. REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must have 3 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders, including 1 year of supervisory experience in a custodial setting. A master's degree in corrections, law enforcement, social work, sociology, counseling and guidance or related field will substitute for 1 year of the non-supervisory experience. Additional experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRICIAN LICENSED COORDINATOR—(Oldham County-Kentucky State

Reformatory) Grade 11- \$2206.92 - \$2923.38 MINIMUM REQUIREMENTS: : Must have one year of experience as an electrician assistant or a licensed electrician in addition to the experience required for licensure. Must be licensed as a Master Electrician or as an Electrician by the Kentucky Department of Housing, Buildings and Construction.

HUMAN RESOURCES BRANCH MANAGER – (Franklin County – Division of Personnel Services) – Grade 16 – (3553.88 - \$4707.96) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must have four years of professional experience which includes at least two of the following areas of personnel administration: counseling, exam construction, classification, compensation, employee benefits, employee training or payroll. Administrative work, interviewing work, research work, and/or work involving the preparation, review, and/or processing of payroll and/or personnel management documents will substitute for the required education on a year-for-year basis.

HUMAN RESOURCES SPECIALIST III—(Franklin County—Division of Personnel Services/Payroll) Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS:

Graduate of a college or university with a bachelor's degree. Must have two years of professional experience in personnel programs, business administration, public administration, research, statistics or a related field. Additional professional experience in the above fields will substitute for the required college education on a year-for-year basis.

LIBRARIAN —(Elliott County—Little Sandy Correctional Complex)—Grade 11—

(\$2206.92 - \$2923.38) MINIMUM REQUIREMENTS: Must have 2 years of professional library experience. A master's degree in library science will substitute for the education and experience. Library experience, which must include some professional level experience in a combination of at least 3 of the following areas will substitute for the education on a year-for-year basis: reference; cataloging and classification of materials; selection of materials; selection of instructional materials for children, adolescents, or adults; organization and/or administration; preparation and selection of materials for P.R./publicity purposes; and bookmobile operations.

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MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Boyle County — Northpoint Training Center)—Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

MECHANICAL MAINTENANCE & OPERATIONS TECHNICIAN III—(Shelby County — Kentucky Correctional Institution for Women)—Grade 10—(\$2006.08-\$2657.70) MIN. REQUIREMENTS: High school graduate. Must have 4 years of experience in the maintenance and/or repair of air conditioning, heating, refrigeration, ventilation or electrical systems. Formal training in 1 of the above or related fields will sub for the experience on a year-for-year basis. Experience in 1 of the above or related fields will sub for the education on a year-for-year basis.

PROBATION AND PAROLE OFFICER- (Christian County-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PSYCHOLOGIST LICENSED I—(Oldham County—Kentucky State Reformatory)—Grade 16—(\$3553.88 - \$4707.96) MINIMUM REQUIREMENTS: Must be a Licensed Psychologist or be permitted to practice psychology on a temporary basis by the Kentucky Board of Examiners of Psychology.

STORES OPERATIONS SUPERVISOR—(Lyon County—Western Kentucky Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) MINIMUM REQUIREMENTS: High school graduate. Must have four years of stores experience, including one year experience as a stores supervisor. College courses in business administration, management or a related field will substitute for the required experience on a year-for-year basis. Additional stores experience will substitute for the required education on a year-for-year basis.

Recurring Positions:
CORRECTIONAL OFFICER- (Bell, Boyle, Fayette, Lyon, Morgan, Muhlenberg, Oldham & Shelby counties)- Grade 9-(\$1,823.90-\$2,416.22)
MIN. REQUIREMENTS: High School Diploma or GED. Must be 21 years of age.

**PERSONNEL CABINET
STATE OFFICE BUILDING, 1ST FLOOR
501 HIGH STREET
FRANKFORT, KENTUCKY 40601**

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit <http://www.personnel.ky.gov/employment/>. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

****IMPORTANT****

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.